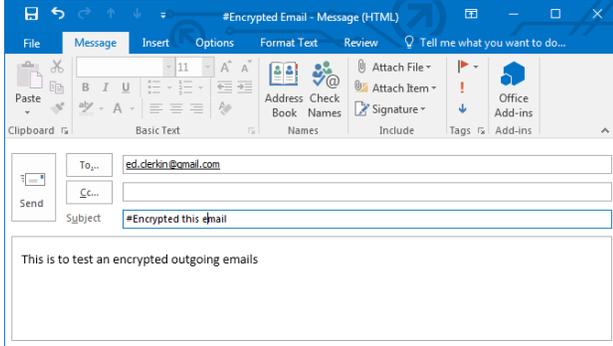


DSS EMAIL ENCRYPTION

How to Send & Receive Encrypted Emails with O365

JUNE 7, 2016

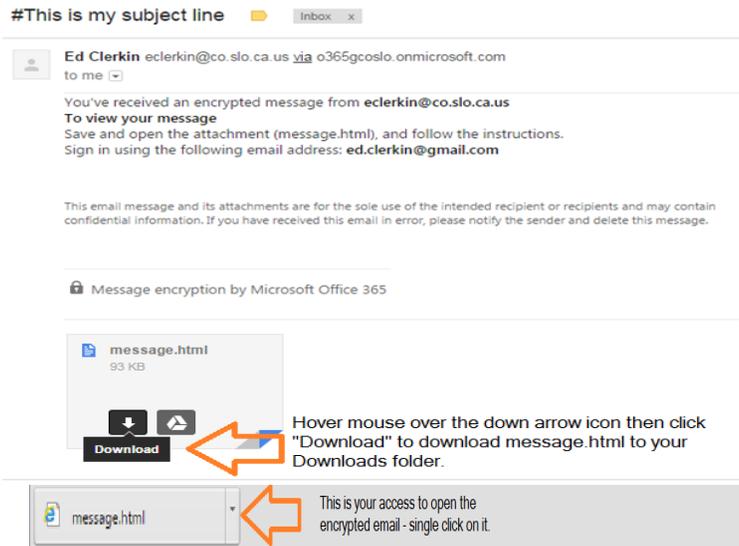
SENDER: COMPOSE & SEND AN ENCRYPTED EMAIL



1. Compose a new email with an outgoing email address.
2. Type # as the first character in the subject line.
3. Create content/attachments.
4. Click Send button.

NOTE: *An outgoing email address is defined as any email address that does not end with @co.slo.ca.us.*

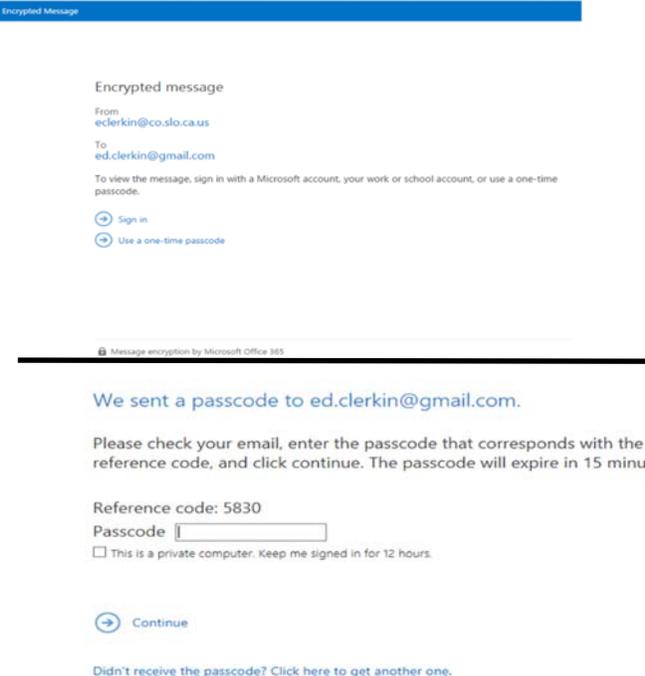
1 RECEIVER DOWNLOAD ENCRYPTED MESSAGE



1. Receiver inbox will show “You have received an encrypted message from whomever@co.slo.ca.us”. Open this email.
2. Email will include **message.html** attachment.
3. Hover mouse over the down arrow icon shown at the bottom of attachment.
4. Click Download to download message.html file to workstation Download folder.
5. Click on message.html to open Encrypted Message page.

[SEE EXAMPLES ON YOUR LEFT]

2 RECEIVER SIGN-IN / USE ONE-TIME PASSCODE TO OPEN AN ENCRYPTED EMAIL



You have 2 Encrypted Message Open Options:

A) Sign In: This option is for frequent recipients of encrypted emails and **REQUIRES** an existing Microsoft Account. If you don't have a Microsoft Account, you can create a new account in the Sign in page. Click **Sign in** to sign in to your Microsoft Account and then to read the email.

B) Use a one-time passcode: This option is for the occasional recipient of encrypted emails and **does not require** a Microsoft Account.

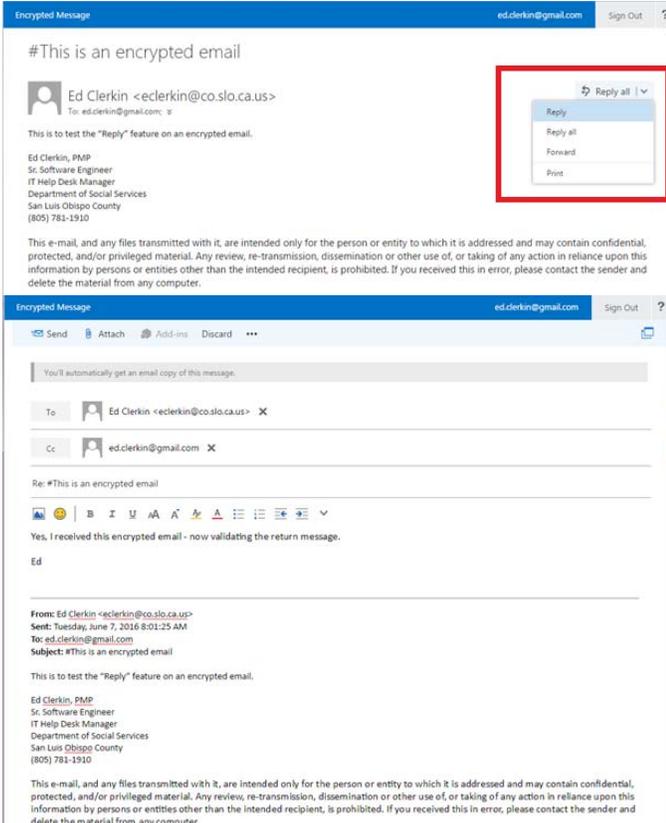
- Click Use a one-time Passcode and it will send an email to the “To” email recipient shown in the encrypted message.
- Copy/Paste Passcode from the recipient email into Passcode field and then click **Continue** to read email.

DSS EMAIL ENCRYPTION

How to Reply to an Encrypted Email

JUNE 7, 2016

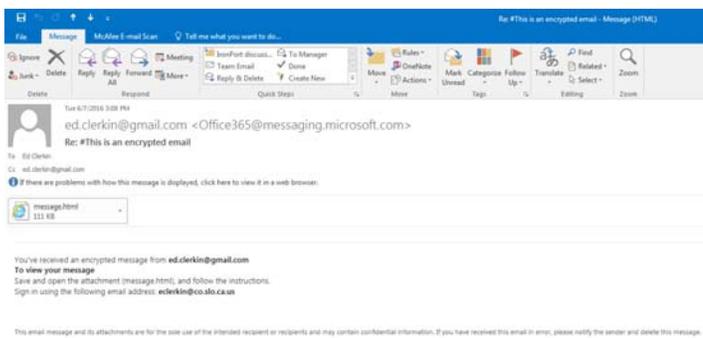
SENDER: REPLY TO AN ENCRYPTED MESSAGE



1. Click the arrow to the right of “Reply All” and select appropriate response.
2. A new encrypted message will pop up as a reply to the originating sender.
3. Enter content below the list of toolbar options. You can also include attachments.
4. When finished, click Send.

[SEE EXAMPLES ON YOUR LEFT]

RECEIVER DOWNLOAD MESSAGE.HTML



1. Double-click on message.html and download to your Downloads folder on your workstation.
2. Opening Mail Attachment window appears.
3. Click Open button to open the Encrypted Message page.
4. Follow the same instructions shown on Page 1 under this title:

RECEIVER SIGN-IN / USE ONE-TIME PASSCODE TO OPEN AN ENCRYPTED EMAIL

[SEE EXAMPLES ON YOUR LEFT]

